### INDIANA TRIAL COURT

# ADMINISTRATIVE MANUAL

### 2014 Edition



INDIANA SUPREME COURT
DIVISION OF STATE COURT ADMINISTRATION

Executive Director, Lilia G. Judson 30 South Meridian Street, Suite 500 Indianapolis, IN 46204-3568 317-232-2542

courts.IN.gov

### INDIANA TRIAL COURT ADMINISTRATIVE MANUAL

2014 Edition

#### Compiled by

## INDIANA SUPREME COURT DIVISION OF STATE COURT ADMINISTRATION

Executive Director, Lilia G. Judson 30 South Meridian Street Suite 500 Indianapolis, IN 46204-3568 317-232-2542

### Indiana Supreme Court Division of State Court Administration

#### **Contact Information**

30 South Meridian Street, Suite 500 Indianapolis, IN 46204

Main Phone: 317-232-2542

Fax number: 317-233-6586

#### **Toll Free Numbers**

Guardian Ad Litem/Court Appointed Special Advocate:	800-542-0813
Conference on Legal Education Opportunity:	800-452-9963
Judicial Technology & Automation Committee Helpdesk:	888-275-5822
JTAC Fax:	317-234-2605

### **TABLE OF CONTENTS**

	TABLE OF CONTENTS
	Prologue
1	Initiating a Case & Assigning a Case Number Administrative Rule 8 (and Trial Rule 3)
2	Appearances Trial Rule 3.1 and Criminal Rule 2.1
3	Filing With the Court: What is Filed and When is it Officially a Part of the Court File (Including Public Access)  Trial Rule 5(E), (F) And (G)
4	Administrative Rule 9 and Confidentiality: The "Green Paper Rule"
5	Confidentiality and Sealed Cases Administrative Rule 9 and I.C. 5-14-3-5.5
6	The Chronological Case Summary (CCS) and the Record of Judgments and Orders (RJO)  Trial Rule 77: Court Records
7	Notice of Rulings, Orders and Judgments  Trial Rule 72(D): Trial Court and Clerks
8	Tax Sale Filings—Assigning a Case Number
9	Processing Tax Warrants
10	Depositing Wills with the Circuit Court Clerk
11	Trial Rules 12, 75, 76 & 78
12	Change of Judge for Civil and Criminal Cases Trial Rules 76 & 79
13	Failure to Rule on a Motion and Delay of Judgments  Trial Rules 53.1 & 53.2
14	Protection Orders
15	Processing Motor Vehicle Violations: SR 16 / BMV Court Record Abstracts
16	Document Imaging and Microfilming Standards  Administrative Rule 6, Court Records Media Storage Standards
17	Judicial Record Retention Schedules  Administrative Rule 7
18	Public Requests for Bulk Distribution and Compiled Information  Administrative Rule 9(F)
19	Preparation of Statistical Reports: Quarterly and Annual Reports  Administrative Rules 1 and 2
20	Weighted Caseload Measures and the Quarterly Case Status Report (QCSR)

21	Caseload Allocation Plans Administrative Rule 1(E)
22	Mandate of Funds Trial Rule 60.5
23	Local Court Rules: Primer for Local Rules Adoption, Repeal or Amendment Trial Rule 81
24	Senior Judges Administrative Rule 5(B)
25	Judge Pro Tempore Trial Rule 63
26	Notice of Completion of Clerk's Record in Appeals  Appellate Rule 10(C)
27	Court Reporters, Transcript Preparation and Administrative Rule 15
28	Transcripts in Appeals Appellate Rules 28 & 30
29	Notice of Completion of Transcript in Appeals  Appellate Rule 10(D)
30	Motions for Extension of Time in Appeals  Appellate Rules 10(E) and 11(C)
31	Interlocutory Appeals Appellate Rule 14
32	Certification of Appellate Opinions and Memorandum Decisions  Appellate Rule 65(E)
33	Electronic Filing Pilot Projects Administrative Rule 16
34	Marriage License e-File System on INcite
35	Jury Management System on INcite
36	Mental Health Adjudication Reporting
37	Criminal Case Judgments and Reports of Case Dispositions
38	Expungement of Adult Arrest Records and Juvenile Records
39	Restricting Access to Criminal History Information I.C. 35-38-5-5.5 and I.C. 35-38-8
40	Protocol for Transfer of Records When Court is Abolished
41	Trial De Novo
42	Public Access to Microfilmed Records Containing Restricted Criminal History Information

43	Electronic Abstract of Judgment I.C. 35-38-1-31 and Criminal Procedure Rule 15.2
44	The "Expungement" Statute I.C. 35-38-9
45	Restricting Access to Infraction Records I.C. 34-28-5-15 and I.C. 34-28-5-16
46	CHINS Measures Administrative Rule 1(F)
47	Emergency Petitions for Administrative Orders Administrative Rule 17

Last modified 4/11/14